

DEPARTMENT OF CHILDREN
AND FAMILIES
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov



**State of Wisconsin
Governor Scott Walker**

**TO: Child Care Eligibility and Authorization Workers
and Supervisors
Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators**

DECE/BELP OPERATIONS MEMO

No: 18-28

DATE: 10/05/2018

Wisconsin Shares Child Care

**FROM: Kath McGurk, Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families**

**SUBJECT: CCDBG Phase 3: Limited Early Renewals for Wisconsin Shares
Child Care**

CROSS REFERENCE: [Wisconsin Shares Child Care Policy and Process Handbook*](#),
Sections 1.8.3 and 1.8.3.1; Glossary*

* This is specific to the October 1, 2018 publication of the
Wisconsin Shares Policy and Process Handbook, and the October
1, 2018 Glossary

EFFECTIVE DATE: November 1, 2018

PURPOSE: This memo informs Wisconsin Shares agency workers of changes to policy and procedures for new limitations for processing early annual renewals for Wisconsin Shares Child Care.

BACKGROUND: The Child Care and Development Block Grant (CCDBG) Act of 2014 requires states to create family friendly policies that help families maintain Wisconsin Shares Child Care Subsidy and support continuity of care for children. The Bureau of Early Learning and Policy (BELP) has implemented these requirements in three phases. The first phase eliminated the Six Month Report Form (SMRF) and established a 12-month eligibility period (see [Operations Memo 16-20](#)). The second phase established a \$25,000 asset test for families (see [Operations Memo 17-37](#)), allows a child who reaches the age of 13 to continue receiving Wisconsin Shares up to the next annual renewal (see [Operations Memo 17-38](#)), and allows parents who experience a

permanent loss of an approved activity to continue receiving Wisconsin Shares for up to three months while they search for another approved activity (see [Operations Memo 17-45](#)). This third phase further enhances policies to promote continuity of care and reduce fluctuations in the monthly subsidy amount.

NEW POLICY: The following new policy has been added to the Wisconsin Shares Policy and Process Handbook with an effective date of November 1, 2018.

DEFINITION: An early renewal is defined as an eligibility renewal that is initiated prior to Adverse Action in the month preceding the 12th month annual renewal due date.

1.8.3.1 Early Renewals

The eligibility period between renewals is 12 months. The parent may only complete an early renewal if he or she has stated his or her consent to complete an early renewal in order to align the Wisconsin Shares Child Care eligibility period with the eligibility period of another Income Maintenance assistance program.

Workers must inform parents of the potential consequences of the early renewal, including that the current household income will be applied, which could result in early movement to a different copayment period (see 2.5.3). The early renewal will require the worker to end the current authorization as of the last day of the early renewal month, and will require a new authorization assessment in CSAW (see 2.4.2).

Any changes that occur will take effect the month after the early renewal month. The worker will not be able to reset the eligibility period back to the previous eligibility period or copayment period once an early renewal has been completed. CWW will set the next renewal date 12 months from the month the early renewal was confirmed.

Process: When Wisconsin Shares Child Care is the only program open on the case, or when no other Income Maintenance assistance program is due for a timely renewal, CARES Worker Web (CWW) will prevent the worker from initiating an early eligibility renewal. ACCESS will also prevent the parent from initiating an early renewal. Workers must not update renewal dates for Child Care or other programs in CWW for the sole reason of allowing an early Wisconsin Shares Child Care renewal.

Note: A renewal is considered timely (not early or late) when it is completed within the 45 days prior to the renewal date on the Override AG Renewal/Review Dates page in CWW. For the following health care programs, late renewals may be accepted for up to three calendar months after the renewal date, but only if eligibility ended because a renewal was not completed:

- BadgerCare Plus
- Family Planning Only Services
- Elderly, Blind, or Disabled (EBD) Medicaid
- Home and Community Based Waivers
- Institutional Medicaid
- Medicaid Purchase Plan (MAPP)
- Medicare Savings Programs

For these health care programs, individuals will still be able to renew their benefits through ACCESS during this three-month late renewal period. Because they are able to renew health care benefits, a Wisconsin Shares Child Care eligibility renewal would also be allowed if any of these cases were also open for Wisconsin Shares Child Care.

CWW, CSAW, and Access Functionality

A red warning message will be displayed if an early renewal is attempted by the parent via ACCESS or by the worker in CWW, and no other qualified assistance program is due for a timely renewal. Neither the parent, in ACCESS Renew My Benefits (RMB), nor the worker in CWW, will be able to move past the page without deselecting the Wisconsin Shares renewal request.

When a worker (or parent) attempts to initiate a Child Care renewal along with a qualified program that is due for a timely renewal, a soft stop yellow message will be displayed to prompt the worker to inform the parent of the potential impact the early renewal may have on their Wisconsin Shares subsidy amount.


The early renewal process will require the current authorization to be ended in CSAW as of the last day of the early renewal month. If the parent remains eligible, a new authorization would begin as of the first of the month following the early renewal month.

CWW

There are three new messages in CWW:


1. This message will display in CWW when a Child Care early renewal is attempted without another program.

The following events have occurred:

 **AE774:** An early Wisconsin Shares Child Care renewal cannot be done unless a timely review is being initiated for another program.


2. This message will display in CWW when a Child Care early renewal is attempted but the other program is not yet due.

The following events have occurred:

 **AE775:** An early Wisconsin Shares Child Care renewal cannot be done unless a timely review is being initiated for another program.

3. This message is displayed in CWW when a Child Care early renewal is allowed and provides the worker the information the parent must be aware of to move forward with the renewal.

The following events have occurred:


 **AE776:** By choosing to complete an early Wisconsin Shares Child Care renewal, the Child Care subsidy amount may change, the Wisconsin Shares Child Care eligibility period will change, the eligibility interview will be required, and verifications will need to be submitted. If the individual agrees to these terms of the Wisconsin Shares Child Care renewal, continue by clicking 'Next'. If the individual does not want to continue with the Wisconsin Shares Child Care renewal, change the Child Care Interview Type to 'No Renewal/Review'.

ACCESS

There are four new messages the parent will see in ACCESS when an early renewal is requested for Wisconsin Shares.

1. This message is displayed in ACCESS when an Child Care early renewal is attempted without another program


Before you can go to the next page:

 You are not able to complete a Wisconsin Shares Child Care renewal at this time because your renewal due date is too far in the future.

2. This message is displayed in ACCESS when a Child Care early renewal is attempted along with another program but the other program is not yet due.


Before you can go to the next page:

 If you would like to complete an early renewal for Wisconsin Shares Child Care, a renewal for Health Care or FoodShare benefits must be due at this time.

 You are not able to complete a FoodShare renewal at this time. See the renewal due date for when you can complete this renewal.

3. This message is displayed in ACCESS when a Child Care early renewal is attempted along with a Health care renewal that is also early. In this case the Health Care is allowed but Child Care is not.


Before you can go to the next page:

 Your health care benefits are not due for renewal at this time. By choosing to complete your health care renewal early, you are agreeing to the following:

- Your certification period will be changed
- Your health care benefit may change
- You will need to submit any proofs asked for by your agency

If you agree to the terms of the health care renewal, continue by clicking "Next".

If you do not want to renew your health care at this time, uncheck the renewal box, and click "Next".

 You cannot complete an early renewal for Wisconsin Shares Child Care at this time, as no other programs are due for renewal. Please unselect Child Care in order to proceed with attempting any other renewals.

4. This message is displayed in ACCESS when the conditions allow a Child Care early renewal. This message lists the items a parent must understand when they renew early.

Attention:

 By choosing to complete an early Wisconsin Shares Child Care renewal along with a FoodShare and/or Health Care renewal you agree to the following:

- Your certification period will be changed
- Your Wisconsin Shares Child Care subsidy amount may change
- You will need to complete an interview
- You will need to submit any proof asked for by your agency

If you agree to the terms of the Wisconsin Shares Child Care renewal, continue by clicking 'Next'.

If you do not want to renew your Wisconsin Shares Child Care at this time, uncheck the renewal box and click 'Next'.

CONTACTS:

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BROCCPolicyHelpDesk@wisconsin.gov.

For Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Subsidy and Technical Assistance line at: childcare@wisconsin.gov or (608) 422-7200.